



City of South Bend

Vacancy Announcement

Post Date: Friday, October 24, 2014

Closing Date: Until filled

INDUSTRIAL PRETREATMENT SPECIALIST I

Category: Full Time/Exempt/Non-Bargaining

Department: Public Works/Environmental Services

Reports To: Manager of Environmental Compliance

Schedule: Normal business hours Monday-Friday, 8 hours between 7:00 am-5:00 pm. Schedule is subject to change based on operational needs.

Pay Rate: \$40,000-\$49,000/yr.

Position: SUMMARY

Provides IPP specialty support roles to implement, maintain, and oversee the City of South Bend's approved EPA Industrial Pretreatment Program (IPP) and NPDES permit requirements.

SUPERVISION EXERCISED

Not applicable.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures that sampling and flow monitoring equipment is properly calibrated.
- Evaluates analysis techniques and results for accuracy using quality control standards.
- Cleans and maintains the sampling and flow monitoring equipment.
- Provides accurate written and computer formulated data.
- Attends monthly safety meetings, daily report meetings, and scheduled seminars.
- Works closely with other City departments as well as with area industries to insure all standards are being met.
- Performs monthly safety inspections.
- Constantly evaluates the computer programs used for data manipulations and reporting.
- Updates procedures as necessary to insure accuracy and precision of results.
- Maintains inventories of required materials, including ordering supplies and investigating a variety of vendors for economic and material satisfaction.
- Communicates information to ensure proper decision making for plant operations.
- Must interact with coworkers and public with tact and diplomacy.
- Sets up portable sampling and flow measurement equipment for compliance monitoring of industrial facilities.
- Reads industrial meter readings.

- Prepares sample bottles for sampling events.
- Maintains Chain of Custody Procedures.
- Writes discharge permits for local industries
- Maintaining files of all correspondence and records relating to pretreatment program compliance.
- Evaluating industrial self-monitoring reports and City monitoring data for compliance.
- Data generation for surcharges and discharge fees for industrial dischargers.
- Schedules and performs sampling of permitted industries.
- Conducts annual inspections of permitted industries.
- Data generation for all required pretreatment reports to IDEM and EPA.
- Must interact with co-workers and public with tact and diplomacy.
- Installs oda-log field units.
- Technical research for special projects as the need arises.
- Assists with implementation of new NPDES permit and CSO Long Term Control Plan requirements as needed.
- Must perform all job functions with honesty and professionalism.
- Frequently exposed to weather conditions, noise, and atmospheric conditions that may have a hazardous effect on the skin and respiratory system.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs other duties and assume other responsibilities as apparent or as delegated.

QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- A four year science degree or a two year degree
- Minimum of at least 2 years of hands-on experience in environmental services and/or utility operations.

KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Good computer skills using databases, spreadsheets, and the ability to learn any newly introduced programming.
- Excellent oral and written communication skills.
- Ability to work under minimum supervision with a positive attitude in a team atmosphere.
- Ability to differentiate color reactions.
- Must perform all job functions with honesty and professionalism.
- Must interact with customers and public with tact and diplomacy.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License.

EQUIPMENT

- Calculator, personal computer with Keyboard and Internal Software, telephone, fax machine, facsimile machine; copier, and scanner.
- Drive pretreatment van, set up portable flow measurement and sampling equipment, use manhole confined equipment, use gas and water testing equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk; use hands to finger, handle, or feel objects, tools or controls; and each with hands and arms. The employee is occasionally required to sit and climb or balance. Must be able to negotiate stairs. Must be able to work in and around confined spaces and open and unprotected water. The employee must occasionally lift and/or move up to 60 pounds. Requires manipulations controlled by the arms and hand.

WORK ENVIRONMENT

Both industrial settings and Municipal field work required. Frequently exposed to weather conditions, noise and atmospheric conditions that may have hazardous effect on the skin and respiratory system. Must wear steel toed shoes, and cold weather gear.

EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

TO APPLY

All applications for currently posted positions will be submitted online at www.southbendin.gov or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12th Floor, South Bend, IN 46601.

Drug Screen Required